

Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Job Title: **Substitute Custodian** (On-Call Substitute)

Hourly Rate: \$16.07

Positions available: On-call, Day and Night Shifts

To Apply: Applicants must apply in writing to Gilroy Unified School District, Human Resources Department, Classified Personnel Services with employee application form, copy of CA Driver's License with experience and reference section on application form completed. Incomplete applications will not be accepted.

Employment Requirement: Ability to obtain fingerprint clearance from the Department of Justice and FBI through a fingerprint process authorized by Gilroy Unified School District (Applicant would be responsible for the one-time fingerprint clearance fees of \$71.00). Provide results of current TB test.

Job Description – Custodian I

Substitute Custodians fill in when staff are absent on a day-to-day basis. Shifts include day (6:00 am – 2:30 pm) and night (2:30 pm – 11:00 pm)

Basic Functions: To perform routine cleaning and custodial functions at an assigned school site or facility. Employees in this classification are supervised by the Maintenance and Operations Manager and may receive direct supervision from the site administrator within a well-defined framework of standard policies and procedures. Employees will receive technical supervision from a Lead Custodian. Employees in this job class exercise responsibility for the general cleanliness of assigned area at a specified school site or facility within the District.

Typical Duties:

- Performs routine janitorial and custodial functions at assigned site/plant
- Cleans classrooms, restrooms, showers, locker rooms, shops, cafeteria, gymnasiums, offices and related facilities
- Sweeps, mops, scrubs, waxes and polishes concrete, linoleum, tile and wood floors, door panels, and hand railings
- Vacuums rugs and carpets
- Dusts furniture, empties and cleans trash receptacles
- Assists in set up of buildings and rooms for meetings and special events upon request to include arranging chairs, desks and other designated equipment
- Cleans walls, furniture, windows, woodwork and other equipment
- Cleans doors, glass and drinking fountains
- Reports safety, sanitary and/or fire hazards to appropriate authority
- Replaces light globes
- Picks up papers or debris; rakes, sweeps, waters grounds, cleans walkways and entrances
- Makes minor, non-technical repairs as needed
- Operates cleaning equipment such as vacuums, floor cleaning and polishing machines and scrubbers
- Locks and unlocks doors and gates to ensure security of buildings and related areas
- Observes and reports the need for maintenance repairs to appropriate authority
- Assists in setting up sound systems and other related equipment for assemblies, rallies, or other special events
- Sets up gymnasium and/or athletic equipment for classes and events including bleachers and nets
- Responds to emergency cleanups such as spills and clogged drains and performs minor building maintenance repairs as needed
- May assist and perform routine grounds keeping duties as required
- Performs other related duties consistent with job description

Employment Standards:

- Possession of a valid Class C California Driver's License
- Knowledge of modern cleaning methods, materials, tools and equipment
- Knowledge of the safe use and operation of equipment and chemicals used in janitorial and custodial work
- Ability to read at a level sufficient to successfully perform required duties
- Ability to understand and follow oral and written instructions in English

Employment Standards continued:

- Ability to safely use and apply cleaning equipment and materials
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

STATEMENT OF NON-DISCRIMINATION: The District does not discriminate against any persons on the basis of gender race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability.